

**From:** [Rena Leddy](#)  
**To:** ["Lawrence Lin"](#)  
**Subject:** RE: FW: Landscape Bollard Light - Final Quote; LFI #228223  
**Date:** Tuesday, January 31, 2017 3:59:00 PM

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Thank you!

**From:** Lawrence Lin [mailto:lawrence.lin@lacity.org]  
**Sent:** Tuesday, January 31, 2017 3:16 PM  
**To:** Rena Leddy <rena@fashiondistrict.org>  
**Cc:** Nishith Dhandha <nishith.dhandha@lacity.org>; JEFF.ZILIOTTO@lacity.org;  
JAMES.QUIGLEY@lacity.org; JOSEPH.LOVELIS@lacity.org  
**Subject:** Re: FW: Landscape Bollard Light - Final Quote; LFI #228223

Hi Rena,

Please see the response for the questions from the vendor:

- Please provide a contact and phone number for the carrier at delivery.  
The contact person for the carrier at delivery:

Joseph Lovelis  
[\(323\) 913-4736](tel:(323)913-4736)

Please deliver to bollards to:

Bureau of Street Lighting Yard  
4550 Santa Monica Blvd  
Los Angeles, CA 90029

- Do you need submittal drawings? If so, your order will be on hold until we have approvals.  
Yes. Please have the vendor submit a shop drawing for the bollards for approval purpose.

- Is a dock available or will a liftgate be needed?

There will be no dock but a forklift will be available if necessary. No liftgate is needed.

- Do you have a ship date in mind or would you like the order to ship immediately upon completion?

Please ship the bollards after the shop drawing is approved. Please provide Joseph Loveliss one day of ahead notice before shipping.

James, Please provide comments if I am missing any information.

Thanks,

**Lawrence Lin**  
Civil Engineering Associate  
Bureau of Street Services

Engineering Division  
1149 S Broadway, 4th Floor  
Los Angeles, CA 90015  
Office: [\(213\) 847-4228](tel:2138474228)  
Email: [lawrence.lin@lacity.org](mailto:lawrence.lin@lacity.org)

On Mon, Jan 30, 2017 at 3:41 PM, Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)> wrote:

Please see questions below. We need to get them some answers. The check was mailed today.

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**From:** Landscape Forms West Coast Sales [mailto:[westcoast@landscapeforms.com](mailto:westcoast@landscapeforms.com)]

**Sent:** Thursday, January 26, 2017 10:40 AM

**To:** Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>

**Subject:** RE: Landscape Bollard Light - Final Quote; LFI #228223

Hi Rena,

Thank you for your order!

Your order is on hold until we confirm the following:

- Please provide a contact and phone number for the carrier at delivery.
- Do you need submittal drawings? If so, your order will be on hold until we have approvals.
- Is a dock available or will a liftgate be needed?
  - Liftgate service is \$175.00
- Do you have a ship date in mind or would you like the order to ship immediately upon completion?

Please let me know if you have any questions.

Thank you!

Landscape Forms



Kari Brunder  
West Coast Sales Support  
Landscape Forms Inc.  
Office: [269.337.1338](tel:2693371338)  
Fax: [269.337.1388](tel:2693371388)  
[westcoast@landscapeforms.com](mailto:westcoast@landscapeforms.com)  
[www.landscapeforms.com](http://www.landscapeforms.com)

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**From:** Rena Leddy [<mailto:rena@fashiondistrict.org>]  
**Sent:** Thursday, January 26, 2017 12:47 PM  
**To:** Kathy Rutkin <[kathy@dsa-lighting.com](mailto:kathy@dsa-lighting.com)>  
**Cc:** Eric Avanian <[eric@dsa-lighting.com](mailto:eric@dsa-lighting.com)>; Landscape Forms West Coast Sales <[westcoast@landscapeforms.com](mailto:westcoast@landscapeforms.com)>  
**Subject:** RE: Landscape Bollard Light - Final Quote; LFI #228223

Hi Kathy and Eric,

Attached is the signed quote. We will process the check in early next week.

Thank you!

Rena

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**From:** Kathy Rutkin [<mailto:kathy@dsa-lighting.com>]  
**Sent:** Wednesday, January 25, 2017 8:25 AM  
**To:** Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>  
**Cc:** Eric Avanian <[eric@dsa-lighting.com](mailto:eric@dsa-lighting.com)>  
**Subject:** FW: Landscape Bollard Light - Final Quote

Hi Rena,

Attached is the updated quote. (The bill to and ship to information have been added.) Please sign each page at the bottom and email the signed quote to either Eric, me, or Landscape Forms ([westcoast@landscapeforms.com](mailto:westcoast@landscapeforms.com)) and, per Landscape Forms, the order process will begin.

Let me know if you have any questions! Thank you!  
Kathy

Kathy Rutkin



David Silverman & Associates, Inc.  
3217 Honolulu Avenue  
Glendale, CA 91214  
[Kathy@dsa-lighting.com](mailto:Kathy@dsa-lighting.com)  
[\(818\)541-6691](tel:(818)541-6691)

*All quotation requests must include the following:*

*Project name, Specifier information (include location and contact name), ship to address/zip code, type of facility into which the products will be placed, product specifications & quantities, approximate purchase/close date*

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**From:** Landscape Forms West Coast Sales [<mailto:westcoast@landscapeforms.com>]  
**Sent:** Wednesday, January 25, 2017 7:19 AM

**To:** Kathy Rutkin <[kathy@dsa-lighting.com](mailto:kathy@dsa-lighting.com)>

**Cc:** Eric Avanian <[eric@dsa-lighting.com](mailto:eric@dsa-lighting.com)>; 'rena@fashiondistrict.org' <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>

**Subject:** RE: Landscape Bollard Light - Final Quote

Kathy,

We would need a signed copy of the quote proceed, thanks!

landscapeforms®

Jason Park  
Sales Support Specialist, West Coast Team  
Landscape Forms Inc.  
Office: [800.441.1945 ext 1338](tel:800.441.1945)  
Fax: [269.337.1388](tel:269.337.1388)  
[westcoast@landscapeforms.com](mailto:westcoast@landscapeforms.com)  
[www.landscapeforms.com](http://www.landscapeforms.com)

DESIGN. CULTURE. CRAFT.

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**From:** Kathy Rutkin [<mailto:kathy@dsa-lighting.com>]

**Sent:** Tuesday, January 24, 2017 6:20 PM

**To:** Landscape Forms West Coast Sales <[westcoast@landscapeforms.com](mailto:westcoast@landscapeforms.com)>

**Cc:** Eric Avanian <[eric@dsa-lighting.com](mailto:eric@dsa-lighting.com)>; [rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)

**Subject:** FW: Landscape Bollard Light - Final Quote

**Importance:** High

Hello,

Please process this order for Rena, copied on this email, for the City of L.A., Fashion District – quote #228223.

The quote is currently a bidder's quote, but can be updated with the Shipping information, in the email string below (highlighted in yellow), and this Billing information:

LA Fashion District

110 E 9th Street Suite A 1175

Los Angeles, CA 90079

Contact: **Rena Masten Leddy**, Executive Director; tel: [213-488-1153 x 712](tel:213-488-1153)

Please let Rena know the next steps – she is asking if an invoice will be sent or if they can send a check using the quote's total.

Thank you for handling this as quickly as possible! Let me know if you need anything else from me.

Kathy

Kathy Rutkin



David Silverman & Associates, Inc.

3217 Honolulu Avenue

Glendale, CA 91214

[Kathy@dsa-lighting.com](mailto:Kathy@dsa-lighting.com)

[\(818\)541-6691](tel:(818)541-6691)

*All quotation requests must include the following:*

*Project name, Specifier information (include location and contact name), ship to address/zip code, type of facility into which the products will be placed, product specifications & quantities, approximate purchase/close date*

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**From:** Eric Avanian

**Sent:** Tuesday, January 24, 2017 3:09 PM

**To:** Kathy Rutkin <[kathy@dsa-lighting.com](mailto:kathy@dsa-lighting.com)>

**Subject:** Fwd: Landscape Bollard Light - Final Quote

FYI

Eric Avanian

David Silverman & Associates, Inc

3217 Honolulu Avenue

Glendale, CA 91214

[Eric@DSA-Lighting.com](mailto:Eric@DSA-Lighting.com)

[\(818\)541-6691](tel:(818)541-6691) Office

[\(818\)541-6692](tel:(818)541-6692) Fax

[\(818\)438-2178](tel:(818)438-2178) Cell

Begin forwarded message:

**From:** Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>

**Date:** January 24, 2017 at 3:00:30 PM PST

**To:** "Eric@DSA-Lighting.com" <[Eric@DSA-Lighting.com](mailto:Eric@DSA-Lighting.com)>

**Cc:** Nishith Dhandha <[nishith.dhandha@lacity.org](mailto:nishith.dhandha@lacity.org)>, Lawrence Lin

<[lawrence.lin@lacity.org](mailto:lawrence.lin@lacity.org)>, Alexander Caiozzo

<[alexander.caiozzo@lacity.org](mailto:alexander.caiozzo@lacity.org)>

**Subject:** RE: Landscape Bollard Light - Final Quote

Hi Eric,

Alexander Caiozzo, from the City of LA Bureau of Street Services, forwarded me the quote for the 4 light fixtures. We can send the check this week. Will you send an invoice or should we pay off of the attached quote?

They will be delivered to:

|

Alexander J. Caiozzo

Landscape Architectural Associate

Metro Coordination and Review Group

Department of Public Works

Bureau of Street Services

Engineering Division

1149 S. Broadway, 4th Floor

Mail Stop 550

Los Angeles, CA. 90015

Please let me know if you need anything else.

Thank you,  
Rena Leddy

**Rena Masten Leddy**, Executive Director

LA Fashion District

110 E 9th Street Suite A 1175

Los Angeles, CA 90079

tel: [213-488-1153](tel:213-488-1153) x 712

fax: [213-488-5159](tel:213-488-5159)

cell: [310-600-3247](tel:310-600-3247)

[www.fashiondistrict.org](http://www.fashiondistrict.org)